**DRAFT**

**Catamount Library Network (CLN):**

**Board of Directors:** Starr LaTronica, President (Brooks), Jennie Rozycki, Vice President (No. Bennington), Sue Dowdell, Treasurer (Springfield), Holly Hall, Secretary (Jericho/DRawson),

**Attendees:** Wendy Sharkey (Bennington), Janet Clapp(Rutland), Kendra Aber-Ferri(Morristown), Jill Tofferi (Fletcher Memorial), Michelle Stinson (Fletcher Memorial), Emily Zervas (Putney Public)

**CLN Board Meeting Friday September 1, 2023 Zoom Meeting**

**Called to Order by President Starr: 9:05 AM**

**Additions to the agenda:** Holly added membership agreement next steps and Officer terms clarification.

**Public comment(s):** None

**Minutes:**

*Motion by Sue and seconded by Holly to accept the Catamount Library Network Board Minutes of August 4, 2023 as written. Motion passed unanimously.*

**Treasurer’s Report: Sue**

* The treasurer’s reports for are posted on Basecamp.
* All of Manchester’s fees have been paid.
* All of the OCLC libraries have paid.
* Basecamp is $30.00 a month paid through the debit card. Jennie will contact to see if an annual payment would give a discount.
* Sue has paid for the CLN domain name for the website for the next 5 years.
* Sue presented the proposed budget. Ainsworth has not confirmed their numbers so we will use Sue’s numbers. The numbers reported to the state are used in the formula to determine each member annual CLN cost. After all expenses are accounted for there is a surplus of $12,000. Sue proposes that $6,000 of that surplus be used toward the expenses to offset the ByWater cost.
* Jennie is adding WhoFi at her library and will let us know how it works for her. It would be $800.00 a year if 20 libraries joined. A few people commented that the smaller libraries could not afford the extra cost if we made it part of CLN. Jennie will bring it up for discussion at the annual meeting.

*Holly made a motion to present the proposed budget to the membership at the annual meeting for approval. Jennie seconded. Motion passed unanimously.*

**New Member Update: Jennie**

* Jamaica Memorial –Susan Ahl expressed interest. At first glance they seem to meet all our requirements. Jennie suggested they visit a member library to see first hand what CLN looks like. They are concerned about the quality of their records so instead of migrating they might just enter the records directly. If they choose to do that then they will need cataloging training first.
* The webmaster needs to either check email often or set it up to forward to them so that we don’t miss people that fill out the interest form.
* Jennie will contact Royalton to see exactly what type of training they need. Several members volunteered to go do a training with them. It was confirmed from previous minutes that libraries requesting retraining will cover the mileage costs to have someone come to them. They also have the option to travel to another member library to receive training.

**ByWater Call and Aspen Update: Wendy**

* Just the usual types of small things getting fixed and a post golive chat for Manchester.
* **Please don’t call or email Wendy with issues! Either post on basecamp or use the ticket system.** We will also bring this up at the annual meeting. Wendy will give a brief description of what she does to encourage a volunteer to take over.

**Loans Group Report: No report**

**Catalogers Group Report: Jill**

* 12 Libraries attended the meeting. The minutes are posted on Basecamp. They discussed making sure the item in hand matches exactly the record they attach to. They also discussed the 008. What to do with Graphic Novels was also discussed.
* The next meeting is Tuesday October 17th at 9 AM.

**Long Range Planning group: Emily**

* The group is currently working on defining different volunteer roles. And there will be a rubric for calculating volunteer contributions.
* They have a working document well under way.

**Continuing Business:**

* Cleaning up the documents on Basecamp will be brought up at the annual meeting. Everyone needs to remove their documents if they are not relevant and label any that remain. Also please label yourself on Basecamp. The standard form is your first name last name, library name, library role, and CLN role if applicable. There is a document with screen shots on how to do this posted on Basecamp.
* Starr and Jennie will work on cleaning up the new members procedure document.
* Starr, Jennie and Janet are working on the board nominations for annual meeting. If anyone would like to volunteer please contact one of them. Jennie posted on Basecamp looking for volunteers.

**New Business :**

* Mileage reimbursement for the annual meeting was discussed.

*Sue made the motion that any library that requests reimbursement to attend the annual meeting shall receive it. Jennie seconded. Motion passed unanimously.*

* Any library that is attending the annual meeting and would like to be reimbursed for mileage needs to request that ahead of the meeting. Please contact Sue. Only one request per library will be accepted.
* Holly asked for clarification on term limits. The Bylaws state that an appointed person serves until the next annual meeting. However nothing is stated about if appointments count toward term limits. It was agreed that appointments do not count toward term limits but that needs to be stated in the Bylaws. There is not enough time to update the Bylaws before the annual meeting so they will be updated at the 2024 annual meeting.
* The board agreed that the member agreement has been recreated accurately. Jennie will remove Draft from the document and Holly will send it to all the library directors for them and their board chair to sign after reading. The last two pages should be either scanned and emailed or mailed back to Holly after signing. Janet reminded us that the code of ethics is appended to the document.
* The date for the annual meeting was set for October 17th however that is also the date of the NELA conference. To avoid conflict the new annual meeting date is now Tuesday October 24th. Starr will check with Rachel to see if Waterbury is still able to host and if not Jill offered to host in Ludlow.

Next meeting is Friday October 6, 2023 at 9 AM.

Motion to adjourn made by Holly, seconded by Jennie.

Adjourned 10:50 AM

**Save The Date Reminder – The annual meeting is a mandatory meeting. One representative from each library must attend either in person or via Zoom. The meeting will be Tuesday October 24th at 10 AM. Place is yet to be announced.**